

Report 1-4-1

10 June 1954

MEMORANDUM FOR THE RECORD

SUBJECT: Justification for [] position in FY 56 for the Reports and Correspondence Management Branch.

1. The original plans for FY 55 were based on a proposed T/O of [] analysts (including the Branch Chief). These plans provided for the establishment of area reports and correspondence management programs throughout Headquarters by the end of FY 55. However, with budget limitations restricting our staff to [] during FY 55 it is anticipated that this objective will be missed by 35%. Accordingly, major effort in FY 56 will be directed toward completing this phase, in addition to extending the Agency Reports and Correspondence Management Programs to []

2. Reports management and correspondence management programs are specialized. Their administration cannot be carried out effectively by operating personnel without continuing staff guidance in the forms of personal assistance and written guides. Assisting the operating personnel with their administration of those programs established in FY 55 and early FY 56, together with extending the programs to the field, point to a substantial increase in workload for FY 56.

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Chief, Reports and Correspondence
Management Branch